6.3   Provisional Ballot Tracking

In WisVote provisional ballot information is recorded and tracked using the Provisional Ballots tab. On Election Day, election inspectors record information on the Provisional Ballot Reporting form when voters are issued a provisional ballot. If a jurisdiction issues provisional ballots, the information on the Provisional Ballot Reporting form must be entered into WisVote on election night.   If a jurisdiction does not issue any provisional ballots on Election Day, no action is required on election night.

Electors who vote a provisional ballot can check the status of their provisional ballot on the MyVote Wisconsin website.
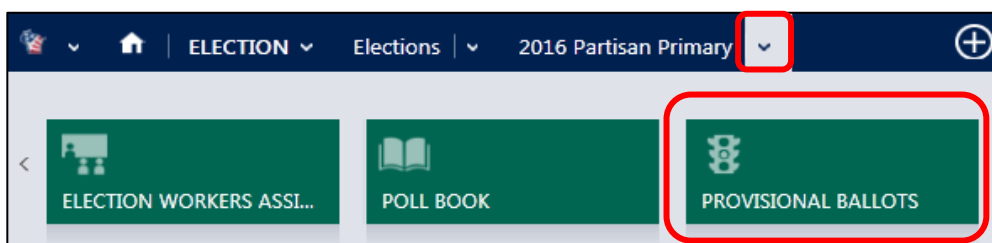

Issue a Provisional Ballot

In Wisconsin, provisional voting is used for three Election Day situations:

1. **First time voters who registered by mail prior to April 4, 2014 and failed to provide the required proof of residence**
   - The poll list will contain the notation "POR Required" to identify the voters who registered by mail and who must show proof of residence before being allowed to vote

   - If an individual fails to provide the required proof of residence he or she may vote provisionally

2. **Voters who are unable or unwilling to provide their Wisconsin driver license or identification card number on their voter registration application**
   - Individuals who have a Wisconsin driver license may not use the last four digits of their Social Security number to complete the voter registration application

   - A provisional ballot is not issued if the required proof of residence documentation is also missing

3. **Voters who are unable or unwilling to present an acceptable proof of identification**
   - If the proof of identification provided is questionable, the ballot is challenged; a provisional ballot is not issued

Enter a Provisional Ballot Record

1. Click the Elections tile

2. Click the name of the election to open the Election Information page

3. At the top of the Election Information page, click the drop-down arrow to the right of the name of the election, select the Provisional Ballots button in the navigation bar

4. Click the +Add New Provisional Ballots button at the top of the Provisional Ballots view page to enter a new provisional ballot record

5. Enter the voter's Last Name, First Name and Date of Birth to search for the voter then click search

    Note: the middle name field is optional but may help refine the search

6. Click Add to select the voter from the search results; if the voter record is not found, select "None of these are my voter, create a new provisional ballot"

7. On the Provisional Ballot form, click the magnifying glass and select the reporting unit from the drop-down list

8. Select the reason the provisional ballot was issued, multiple selections may be chosen

    ■ **Proof of Residence Required**   ■ **WI Driver License or State ID Required**   ■ **Photo ID**

9. The Provisional Ballot Status field will default to Documents Needed

10. The Counted/Rejected field will be locked until the Provisional Ballot Status is changed to either Deadline Expired or Complete

11. Click Save & Close to save the entry and return to the New Provisional Ballot search page

Update a Provisional Ballot Record

1. Click the Elections tile

2. On the Elections View page, click the name of the election to open the Election Information page

3. At the top of the Election Information page, click the drop-down arrow to the right of the name of the election

4. Click the Provisional Ballots tile in the navigation ribbon to open the Provisional Ballots View page
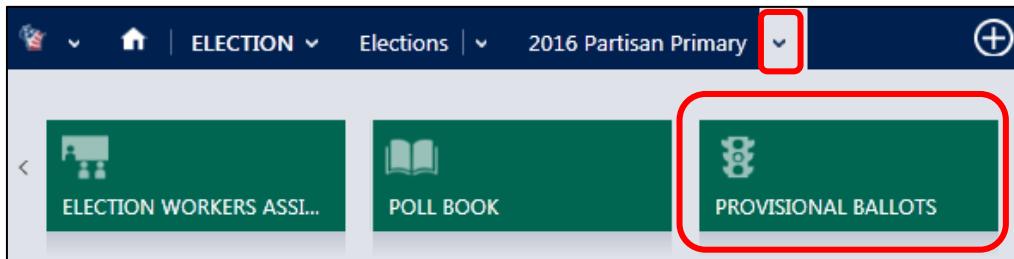
5. Click the name of the voter in the Provisional Ballot Associated View grid to open the Provisional Ballot form

6. If the missing information (Photo ID, Proof of Residence, or Driver License number) was submitted from the voter, update the Provisional Ballot Status field to, "Documents Received – Pending Decision"

7. After the Board of Canvassers reconvenes, update the Provisional Ballot Status field to "Complete"

8. If the missing information was not submitted from the voter by the deadline (Friday at 4:00 p.m.), update the Provisional Ballot Status field to, "Deadline Expired"

9. When the Provisional Ballot Status field is updated to Complete or Deadline Expired the Counted/Rejected field will unlock

10. Select "Counted" if the ballot was counted, or "Rejected" if the ballot was rejected

Provisionals Complete Checkpoint

Check the Provisionals Complete Checkpoint after all of the provisional ballots have been entered into WisVote on Election Night. If a jurisdiction issued zero provisional ballots on Election Day, check the Provisionals Complete Checkpoint by 4:00 p.m the Friday after the election to record that zero provisional ballots were issued. Once the checkpoint is selected, a user can uncheck the checkpoint to add or edit provisional ballots.